

## Essential Information

### Parking on the Municipal Campus

---

Have you wondered why there aren't more parking spaces available at the RSC? Have you wished you could find a parking space whenever and wherever you wanted? Does it seem odd that visitors to the RSC are encouraged to take the bus, carpool, bicycle or walk to their activities whenever possible?



When the RSC was built at the City Campus in 1991, the City had to comply with its own zoning laws, and was allowed to develop only a certain number of parking spaces as required by the zoning code.

At about the same time (1991), the Commute Trip Reduction (CTR) Act was adopted by the Washington State Legislature. The law's intent is to improve air quality, reduce traffic congestion, and decrease fuel consumption in eight urban counties in our state. Employers were *required* to implement programs encouraging employees to reduce drive-alone trips to work.

As required by the CTR Act, the City Council passed an ordinance in 1993, adding a chapter to the Redmond Municipal Code entitled Commute Trip Reduction Plan. To comply with the City's own ordinance, the Employee CTR Program includes a selection of incentives to encourage employees to leave their cars at home and take the bus, carpool, vanpool, bicycle or walk to work. Managed parking is an essential part of the CTR program. The Parking Plan sets aside spaces for employees, visitors, and City vehicles. The plan is strictly monitored and enforced from 7 am to 5 pm, Monday through Friday.

Senior citizens are being asked to help with commute trip reduction. Clean air is a precious resource that is important to us all. We want it to remain that way. Workday traffic congestion is a major source of air pollution. The more people commuting alone in motorized vehicles, the more air pollution and roadway congestion will increase.

If you're at all able to take the bus, carpool, bicycle or walk to the RSC, please do so. This will then leave parking spaces free for those who have no alternative but to drive alone.

More information on transportation options can be found in the **Well-being Opportunities** section of this guide.

## **Emergency Procedures**

---

Be prepared and informed about what to do in case of an evacuation of the building. The RSC is equipped with overhead sprinklers, smoke detectors and manual fire alarm pull stations. Our staff is well trained in safety procedures during an emergency. When asked to evacuate the building, do so immediately. Do not stop to gather personal belonging. Our emergency supply barrels have items for comfort for inclement weather.

### **If You Hear The Fire Alarm:**

1. Stay calm.
2. Leave the building immediately using the nearest exit.
3. Make your way to the pickleball court and stay there until further notice. Do not walk close to the building.
4. If you need assistance in evacuating, RSC staff will be there to help you go outside.

### **In Case of an Earthquake:**

1. Stay calm.
2. Drop, cover, and hold on, under a table or desk to protect yourself from things that can break or fall.
3. Remain under cover until the shaking stops.
4. Stay away from windows.
5. If there is no desk or table nearby, sit with your back against an inside wall. Cover your head with your hands.
6. RSC staff will direct you to evacuate the building when it is safe to do so. You are asked to report to the pickle ball court for a head count. The fire department personnel will determine when it is safe to re-enter the building.

### **Periodic Evacuation Drills**

Once or twice a year we will have an evacuation drill. We will notify our participants when possible, but a surprise drill could happen through the City of Redmond management.

## **Mission, Goal & Policy**

---

### **Parks and Recreation Department Mission Statement**

Your Parks and Recreation Department is committed to:

- PROTECT Redmond's natural beauty through a vibrant system of parks and open space;
- PROVIDE citizens of all ages wholesome recreational and cultural opportunities in clean, safe and accessible facilities; and
- PRESERVE our quality living environment for future generations.

## Participation

The goal of the RSC is to serve citizens age 50 and over by providing a general recreation activity program in the areas of fitness, fine arts and life-long learning. Within this goal, the City intends to provide a safe, healthy and enjoyable environment in which both personal freedoms and the requirements of the group will be respected.



The City of Redmond Parks and Recreation Department acknowledges there are service limitations in a municipal senior recreation program. It is the policy of the RSC to encourage participation of senior adults, who are responsible for appropriate physical behavior, mental actions, and/or personal hygiene. The RSC staff is unable to provide personal services that would normally be provided by a trained attendant, nurse, or personal caregiver.

Participants in need of personal assistance are encouraged to participate when accompanied by an escort. Seniors with special needs may be eligible for other community-based programs, such as adult day care. Please contact Evergreen Care Network at 425-899-3200 for further information and referral.

## Non-Discrimination Policy

The City of Redmond does not discriminate against participants, applicants, or employees on the basis of race, color, creed, religion, sex, age, national origin, marital status, sensory, physical or mental handicap, political ideology, or sexual orientation. On request, people with disabilities will be provided with reasonable accommodations.

## Code of Conduct

---

This code governs the actions of all participants in, and users of, the RSC and any program or activity associated within.

Code Purpose: The major purpose of this CODE OF CONDUCT is to promote an atmosphere of harmony and understanding at the RSC assuring participants, and staff alike, that the behavior of all in attendance will be guided by a common set of rules for the mutual benefit of all.

Code of Conduct: To accomplish this purpose, individuals are asked to live by one basic guideline: "The Rights and Privileges of all persons are to be respected and honored at all times."

Code Violations: The following are violations of the RSC Code of Conduct and are prohibited at the RSC or at RSC sponsored activities.

- Conduct that disrupts or obstructs any program or activity that is part of the overall RSC operation.
- Any action, event, or group of events that constitutes a violation of federal, state or local law.
- Failure to comply with lawful direction given by RSC staff acting in the performance of their duties.
- The destruction, damage, or theft of RSC property or property of others.
- Any lewd, obscene or indecent conduct of expression, including profanity.
- Any action which, in the judgment of staff, constitutes an attempt to inflict, or the actual infliction of, injury to other participants and/or RSC staff.
- Any conduct or expression that in the judgment of staff serves to intimidate or coerce others.
- Any infringement of the rights of other participants or staff granted by federal, state, or local statute or any other violation of such statutes.
- Failure to maintain a level of personal hygiene that is non-offensive in a social environment.

Enforcement: The above code shall be enforced by RSC staff whose authority shall prevail in all cases. A program of progressive discipline shall be in effect for repeat of habitual offenders. Disciplinary action will be decided in the first instance by the RSC staff responsible for the event or program where the violation occurs. Violations of the code that are deemed not to constitute an immediate and apparent threat to the safety of others or their property will result in disciplinary action, including, but not limited to: verbal warning, suspension of the right-to-participate in some or all of the RSC's activities for a period of time, or permanent expulsion from the RSC program, depending upon the severity of the offense and whether the offense is repeated or habitual. Violations of the Code that are deemed to constitute an immediate and apparent threat to the safety of others or their property may result in immediate, temporary expulsion from the RSC and/or the specific activity.

Appeal of Decision: Appeal of any decision may be made to the RSC Director, or to the Recreation Section Manager. Additional facts would be considered and a behavioral contract established should a decision be reversed.

## How to Find Us

The RSC is located at 8703 160<sup>th</sup> Ave NE. on the Redmond Municipal Campus, adjacent to the Public Safety building.

If you are traveling northbound on I-405 or coming from Seattle, take highway 520 eastbound to the West Lake Sammamish Parkway exit, turn left at the traffic signal. Follow West Lake Sammamish Parkway to the traffic signal at NE 85<sup>th</sup> Street, turn right. Follow NE 85<sup>th</sup> Street to the traffic signal at 160<sup>th</sup> Avenue NE, turn left. The entrance to the RSC is the second driveway on the left, just past the Northeast District Court parking lot.

If you are traveling southbound on I-405, take the Kirkland/Redmond exit (#18). Head east to Redmond on Redmond/Kirkland highway. When you get to the traffic signal at 160<sup>th</sup> Avenue NE/Cleveland Street (you will see Jamba Juice on the corner), turn left. Follow 160<sup>th</sup> Avenue NE to the traffic signal at NE 85<sup>th</sup> Street, continue straight. The entrance to the RSC is the second driveway on the left, just past the Northeast District Court parking lot.

